

Appendix 1 to AMC 12 SKPI - Just Culture Questionnaire – ANSP level

ID	Area	Question	Click Button		Justification and remarks for selected answer
Policy and its implementation					
ANSP.P.1	Policy elements related questions	Is there an explicit Just Culture policy, which is formally endorsed by management and staff representatives and made public?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ANSP.P.2	Policy elements related questions	Does the Just Culture policy contain a description of what is considered to be unacceptable behaviour?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ANSP.P.3	Policy elements related questions	Does the Just Culture policy guarantee that no disciplinary action will be taken regarding the reporter by the service provider for self-reported occurrences (except for the cases defined above in question ANSP.P.2)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ANSP.P.4	Policy elements related questions	Does the ANSP provide legal support for its own staff in case of prosecution / legal action related to a safety occurrence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ANSP.P.5	Policy elements related questions	Is there an established and well known Critical Incident Stress Management programme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ANSP.P.6	Policy elements related questions	Are safety actions taken in respect to staff after an occurrence without impact on pay of the staff member concerned until the end of the investigation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ANSP.P.7	Roles and Responsibilities clearly defined and implemented	Are the service provider's safety investigators completely independent and separate from any line, competency or ops management?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ANSP.P.8	Roles and Responsibilities clearly defined and implemented	Do the service provider's safety investigators have full, unimpeded access to all relevant data for investigations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ANSP.P.9	Roles and Responsibilities clearly defined and implemented	Is access to safety data clearly defined and confidentiality ensured?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ANSP.P.10	Roles and Responsibilities clearly defined and implemented	Are the staff providing Critical Incident Stress Management clearly nominated and adequately trained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ANSP.P.11	Training	Is there regular training and/or briefings on relevant legislation for safety in the context of Just Culture?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ANSP.P.12	Training	Are the principles of Just Culture included in all training curricula (ab-initio and recurrent training)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

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ANSP.P.13	Training	Are qualifications and training requirements as regards Just Culture for the ANSP's safety investigators clearly defined?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Legal/Judiciary					
	Primary legislation	Not applicable			
ANSP.L.1	Judicial procedures and specific aviation legislation	Is the spirit of Directive 2003/42/EC on occurrence reporting in civil aviation and in particular the provisions of its Article 8 (Protection of information) fully transposed into internal procedures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ANSP.L.2	Formal agreement	Is there any agreement between ANSPs and judicial/police authorities to ensure protection of reported incident data and involved individuals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ANSP.L.3	Formal agreement	Is there an agreed process to deal with incident matters between the ANSP and its national aviation authorities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Occurrence reporting and investigation					
ANSP.O.1	Occurrence reporting and investigation	Is the identity of personnel involved in occurrences protected by staff regulations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ANSP.O.2	Occurrence reporting and investigation	Does staff subject to investigations based on occurrence reports have access to related information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ANSP.O.3	Occurrence reporting and investigation	Is there a requirement for staff subject to investigation to sign their agreement / disagreement with the findings of investigations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ANSP.O.4	Occurrence reporting and investigation	Is there a formal procedure to inform staff having reported an occurrence of the progress of the investigation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ANSP.O.5	Occurrence reporting and investigation	Does the ANSP provide regular feedback to staff based on occurrence reports?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ANSP.O.6	Occurrence reporting and investigation	Does the public annual report of the service provider provide statistical feedback on occurrence reports?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

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ANSP.O.7	Occurrence reporting and investigation	Has automated reporting been accepted by staff and implemented by the service provider?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ANSP.O.8	Occurrence reporting and investigation	Is there a separate body, involving nominated Subject Matter Experts, making the decision on whether a case is an “honest” mistake or it falls under the “unacceptable behaviour” category?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	